

FY 18/19



CITY OF  
ALBUQUERQUE

UETF APPLICATION INSTRUCTIONS AND  
APPLICATION

**URBAN ENHANCEMENT TRUST FUND  
APPLICATION INFORMATION  
FY 2018-2019 PROGRAM**

**The Urban Enhancement Trust Fund (UETF) Overview**

The UETF is a public endowment created by the Albuquerque City Council in 1983 to fund projects designed to enrich the physical and cultural environment of Albuquerque. In 2004, the City Council amended the UETF Ordinance to provide that all funds available from the endowment should be directed only to cultural projects. In addition, the Ordinance provides for an eleven-member citizens' UETF Committee that is responsible for establishing guidelines and developing criteria for selecting projects to be funded. Each 2-year cycle, the Committee rates, ranks and recommends a program of cultural projects to the Mayor. The Mayor's recommended program ultimately receives final approval from the City Council. The UETF Committee provides oversight throughout the two-year period for each funded project.

A full copy of the UETF Ordinance may be found at <http://www.cabq.gov/uetf/>.

**UETF POLICY**

Proposals for projects must be submitted by a non-profit, tax-exempt 501(c) (3) an arts organization or appropriate fiscal sponsor. The applicant organization must be dedicated to enhancing Albuquerque's cultural vitality in the area of visual art, music, theater, dance, history or literature. All projects should have a favorable economic or cultural impact on the city. Applicants may submit up to 3 separate applications for consideration for funding.

UETF is a two-year cycle. Funds become available for services provided under an executed contract after July 1, 2017.

UETF funds projects, not an organization's operating expenses.

All provisions of the "anti-donation" clause of the Constitution of the State of New Mexico apply.

UETF is typically not the sole source of funding for most projects.

**UETF FY 18-19 Funding Amount:** Overall UETF funding for the FY 18-19 cycle continues to be \$300,000. Applicants are limited to funding request of up to \$12,000 for FY 18-19 UETF funds.

**APS Endorsement:** Applications which involve student participation at schools during regular hours or offsite travel during the school day must include some indication of APS support:

1. Support from a responsible representative of the administration of the schools involved.

**Or**

2. A statement from the teachers whose classes will be involved.

The letter of support must state that the activity is constructive to or supplements the school's curriculum and that it will be welcomed at the selected or specified schools.

The application should follow the format below:

**SECTION 1 – Mission Statement** (Suggested 50 word mission statement does not count against total application word count of 1500 words.)

**SECTION 2, 3 and 4 – Project Description, Quality of Organization and Impact on Community** (suggested 1200 word limit)

The combined project description, quality of the organization and the project's impact on the community will contribute approximately four-fifths toward the rating of your application.

Please provide information about how the community will be served by the project and how the project will enhance the urban environment of Albuquerque. In addition, please provide specific examples of previous activities that demonstrate the organization's ability to carry out the proposed project.

**SECTION 5 – Budget** (budget comment section suggested 100 word limit)

Applicants are limited to funding request of up to \$12,000 in UETF funds.

Budget Detail:

The final fifth of the rating focuses on the Budget for the project. It is essential that the submitted budget be reasonable, balanced, and represents a fair market value of services for dollars requested.

The scope of all budget costs should be as complete as possible. Each cost should be a separate line item. Budget items should include:

1. The requested funding from UETF
2. Funding from other sources
3. Detailed descriptions of In-kind contributions
4. Possible additional expenses

The budget narrative should describe briefly how the UETF funds will be used for this project. Describe all other sources of cash funds and in-kind contributions for this project including city, county, state, and federal grants or contracts for services, other non-profit organizations' contributions, earned revenues and other community support.

**SECTION 6 – Key Personal** (suggested 200 word limit)

Description of up to two key Artist/Professionals and up to two key Administrative/Fiscal/Fundraising personnel and their role in the project.

**BASIS OF RATING APPLICATIONS**

All application are rated using a 100 point score system based on the following criteria and percentages. Applications must receive a final score of at least 65 out of 100 points to be eligible for funding.

Project – 35 pts  
Quality of Organization – 15 pts  
Impact – 30 pts  
Budget – 20pts  
Total: 100 pts

## **INSTRUCTIONS FOR SUBMITTING APPLICATIONS**

All applicants must submit a copy of their IRS 501c3 Letter of Determination and a copy of their most recent fiscal year IRS Form 990. Applicants utilizing a fiscal agent must submit an organizational budget covering the previous fiscal year.

If this is a project with multiple segments or phases, list each component separately in every part of the application.

**It is important to note:** The application narratives has a word limit of 1500 words; please prepare the narrative accordingly. Words over the limit will not be considered. The mission statement does not count against the word count.

**Emailed applications preferred.** Applications must be submitted using the provided Word Document application form. IRS Letters of Determination and IRS Form 990 must be submitted as PDF attachments.

Hardcopy applications must be typed, using a legible font.

DO NOT ATTACH ANY ADDITIONAL INFORMATION UNLESS STATED IN THE APPLICATION.

Applications are due in the Public Art Urban Enhancement Offices **Thursday June 30, 2016 4:00 P.M.** Applications received after this deadline will not be considered. (Two Civic Plaza, West Convention Center Lobby, Albuquerque, NM)

**E-mail:** Download the Application and Instructions ([www.cabq.gov/uetf/applications](http://www.cabq.gov/uetf/applications)) and e-mail the completed application to Matthew Carter, UETF Coordinator, [uetf@cabq.gov](mailto:uetf@cabq.gov).

**OR**

**Mail:** Completed application to City of Albuquerque, CSD Public Art Urban Enhancement Program, P.O. Box 1293, Albuquerque, NM 87103 Attention: Matthew Carter, UETF Coordinator. Mailed applications must be in the UETF offices by Thursday, June 30, 2016 at 4:00 pm.

**OR**

**Hand Delivery:** Completed application to Public Art Urban Enhancement Program Office, Convention Center, Two Civic Plaza NW, Albuquerque, NM 87103. Attention: Matthew Carter, UETF Coordinator.

Hardcopy applications must be typed, using a legible font in a 12 point size.

DO NOT ATTACH ANY ADDITIONAL INFORMATION

### **Anticipated Application Timeline:**

- Thursday, June 30, 2016- Application Deadline, 4:00 p.m.
- July 2016 Applications processed and reviewed by City staff
- August – November 2016 UETF Committee reviews, scores, and recommends projects
- December 2016 Final UETF recommendations to Mayor
- Spring 2017 City Council reviews/approves recommendations
- July 2017 Funding available upon executed contracts